



REAL ESTATE COMMISSION

APPRAISER LICENSING & CERTIFICATION BOARD

JOB VACANCY ANNOUNCEMENT (HUMAN RESOURCES GENERALIST) Staff & Support Services Division

Job Posting Number:	1610-01-SSS	Monthly Salary:	\$3,300.00 - 3,500.00
State Classification:	Human Resources Specialist III	Class No., Group:	1733, B18
Location:	Austin	FLSA Status:	Nonexempt
Work Week:	Monday-Friday, 40 hours/week (flex schedule may be possible after first evaluation)	Travel:	None
Posting Date:	October 16, 2015	Closing Date:	Until Filled
Job Summary:	Perform Human Resources (HR) functions, leave accounting, and risk management duties to facilitate the efficiency and effectiveness of the Commission.		
Minimum Education:	Bachelor's degree from an accredited four year college or university. Experience can substitute for education on a year for year basis.		
Experience:	Three years work experience in human resources.		
Job Duties:	<ul style="list-style-type: none">• Coordinate the applicant services process for the agency, to include: creating and posting job vacancy announcements; reviewing classification, FLSA status, and internal equity; reviewing pre- and post-hiring documents; posting and closing vacancies on various recruiting sources; downloading and screening applications; reviewing hiring packets for completeness and legal compliance; and preparing and sending out offer and declination letters.• Coordinate the on-boarding and out-processing of agency employees, to include: ensuring appropriate personnel are notified; assist new hires with training and paperwork; obtaining prior state service verifications; scheduling New Employee Integration; sending out new employee questionnaires; and scheduling exit interviews with departing employees.• Perform administrative HR support, to include: updating the organizational and cubicle assignment charts; preparing personnel action forms; conducting research on various topics; preparing, interpreting, and disseminating information on HR programs and procedures; maintaining HR and employee files; participating in records retention activities; and responding to inquiries from external entities.• Review, enter, and resolve discrepancies with agency leave records.• Serve as the agency's building access, key, and parking coordinator.• Work closely with the Human Resources Manager in a variety of areas in HR and on special projects.• Maintain the highest level of confidentiality in HR matters and any other issues affecting the agency.• Assist in special events, such as internal audits, the State Employee Charitable Campaign and Service Awards.• Assist in risk management tasks such as maintaining first aid kits and participating in the coordination of drills.• Serve as back up for the Human Resources Manager, to include: processing payroll, preparing 941 taxes; benefits; employee relations; and special leaves (FMLA, ADA, Workers' Comp).• Perform other duties as assigned.		
Knowledge, Skills and Abilities:	<ul style="list-style-type: none">• Knowledge of HR laws, regulations, and best practices.• Effective verbal and written communication, human relations and organizational skills.• Effective grammar, spelling, punctuation and editing skills.• Skill in providing excellent customer service to both internal and external customers.		

TREC/TALCB is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. Applicants should communicate requests for disability-related accommodations during the application process to Human Resources. 1-800-RELAY TX (for hearing impaired).

TREC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

Applicants who possess a valid Texas Real Estate License will be required to place their license in an "Inactive" status.

Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed application.

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Staff & Support Services Division
(Continued)

**Knowledge, Skills
and Abilities (cont):**

- Skill in operating a personal computer with word processing, database, spreadsheet and presentation software.
- Skill in applying tact and diplomacy with others to gain cooperation and compliance.
- Ability to learn and interpret state and federal laws and regulations and of the principles and practices relevant to HR management.
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner.
- Ability to work effectively in high-pressure situations and under strict deadlines with extreme attention to detail.
- Ability to communicate effectively and professionally orally and in writing.
- Ability to willingly accept and use constructive criticism/feedback to improve performance.
- Ability to work successfully in a dynamic, multi-tasking environment.
- Ability to plan, organize and work independently, as well as within a team environment.
- Ability to gather, assemble, correlate and analyze information.
- Ability to exercise sound judgment and discretion.
- Ability to maintain the highest level of confidentiality.

**Preferred
Qualifications:**

- Human resources work experience in a Texas state agency.
- Payroll work experience in a Texas state agency.
- Experience with the Work in Texas website.

**Additional
Requirements:**

Cover letter detailing how your experience ties into the duties of this position.

**Environmental &
Physical Conditions:**

Normal office work environment, mostly sedentary in nature. May involve walking; standing; remaining stationary for long periods of time; pulling and pushing; kneeling, stooping and bending; and safely lifting and carrying items weighing up to 30 pounds. Work involves telephone usage and repetitive hand/wrist/finger motions while using the computer.

**Military Crosswalk
information:**

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_HumanResources.pdf

To Apply:

Submit a complete (no blanks) State of Texas Employment Application along with the additional requirements to: human.resources@trec.texas.gov or via Work in Texas.

Contact:

Michelle Fiorentini, SPHR, SHRM-SCP
Human Resources 512-936-3586



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